



# Admissions Deferral Form

**Office of the Registrar**  
 University of Northern British Columbia  
 3333 University Way, Prince George, BC V2N 4Z9  
**Telephone:** (250) 960-6300    **Facsimile:** (250) 960-6330  
**E-mail:** admissions@unbc.ca  
**World Wide Web:** [www.unbc.ca](http://www.unbc.ca)

Student #		Date of Birth	DD/MM/YYYY	
Last Name		Telephone #	-	-
First Name		E-mail (UNBC)	@unbc.ca	
Middle Name		E-mail (Alternate)		

### IMPORTANT INFORMATION

- Please allow up to seven (7) business days for processing; however, please note that processing times may increase during peak periods.
- Deferral requests are only available within the same academic calendar year.
- Admission deferrals are not available for competitive entry programs (eg. Bachelor of Health Sciences, Bachelor of Applied Sciences) and professional programs (Bachelor of Education, Bachelor of Social Work and Bachelor of Science in Nursing).
- All admission documents must be submitted in order for the deferral to be processed.
- Students are encouraged to drop the courses they are registered in, if requesting a deferral.
- **International Students:** Please be advised that deferral requests can only be made if the \$1500 (CDN) admission deposit has been made. Please see [Refund Policies](#) if requesting a deferral.

**Fee Paid**

**\$17.85**  
**(Domestic)**  
**\$38.25**  
**(International)**

**PLEASE INDICATE THE SEMESTER** for which you would like to defer to:

September \_\_\_\_\_ Year   
  January \_\_\_\_\_ Year   
  May \_\_\_\_\_ Year

Please be advised that deferrals to the May semester are discouraged, especially if meeting a full-time student status is required (ie. for student loans or for study permits), as there are generally fewer courses offered. Curious to see how courses have been scheduled in previous May semesters? Visit: <https://www2.unbc.ca/current-students> for more information.

\_\_\_\_\_ **Signature of Student**

\_\_\_\_\_ **Date**

FOR OFFICE USE ONLY	OFFICE USE ONLY	DATE RECEIVED
	____ Processed  ____ Student Notified	

## Undergraduate Deferral Policy

If you have applied and cannot attend the semester entered on your application form, you can request a deferral within the same academic year. Note that requests for deferrals should be accompanied by the Deferral Fee. Applications can only be deferred once before a re-application is required.

Application deferral refers to a student request that their application for a particular semester be moved and considered for a future semester; for example, a September 2023 application be moved to January 2024.

Please note the following:

- Deferrals may be requested at any time after application but before the end of the add/drop period of that semester. Applications are considered closed at the [end of that semester's add/drop dates](#).
- Deferrals are not granted to applications that are assessed and denied admission; these are considered closed.
- Deferrals require a previous positive admission decision and are only for non-competitive entry programs. Students with an incomplete application should contact [admissions@unbc.ca](mailto:admissions@unbc.ca) for options.

International applicants are strongly advised to refer to [Immigration and Citizenship Canada's processing timelines](#) before they apply in order to determine for which semester a study permit may be feasibly attained.